

Guide: Eleven Keys To Prompt Payment

1. Be up front, explain “how we do it here”.
2. Quantify fees in advance.
3. Bill regularly.
4. Bill as near as possible to the conclusion of work segments.
5. Where practical present the account to the client.
6. Provide payment alternatives.
7. Consider fixed fees.
8. Follow up debts systematically and frequently.
9. Explain the value of the work.
10. Build a relationship and demonstrate your value.
11. Consider the fee issue in your client selection criteria.

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